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20 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT

: Support School Weekly Report

A. COURSE MATTERS

1. Office Management

During a luncheon given by the students of the Office Management

Seminar honoring said that
she thought Mr. Helms would like to see the video tape of the "Telephone
Tigers." Accordingly, arrangements were made for a viewing on
Monday, 20 November, in the Headquarters building. Although its not
certain that Mr. Helms will be able to be there, most of the "Tigers"
and Messrs. Coffey, Blake, Maury, Brownman and
others are expected to attend. Messrs. Cunningham and viewed

25X1A
the tape on Friday, 17 November.

2. Leadership Conference

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3. Midcareer Course

A planning module was introduced into the Midcareer Course, 5 - 10 November 1972, following the completion of the Grid, on Friday of that week. Student body reaction was mixed. Several said the substance of the presentation was exactly what was needed in examining a managerial function (Planning) in the context of the Agency. In addition, one or two challenged the relevancy of management training (aside from the Grid) to the overall objectives of the Midcareer Course. The majority agreed that if such management training is to be given, it should be apart from the Midcareer Course per se. Others suggested a week of management training with emphasis on "people problems." The students were divided in half on the use of case studies versus student-originated problems. None of the twenty-four students in this Midcareer Course had previously had either the Management Course or the Supervision Course. Only one had attended the Advanced Management (Planning) Course.

B. GENERAL

25X1A	1. On Thursday, 16 November from the Office of	
25X1A	Communications monitored the "Telephone Techniques" portion of the Clerical Orientation program. had invited him to attend the class for the purpose of determining whether our coverage of the subject	
25X1A	of "secure telephones" is accurate and complete. His only suggestion was that we should endeavor to give greater coverage to the "gray line." He will provide with additional information that can be included in future presentations.	
25X1A	met with Mrs. Sylvia Morgan of the Civil Service	
25X1A	Training Division in Washington, D. C. to inquire about the CSC office-simulated training rooms in an attempt to determine whether such a set-up would be feasible for us. asked about recommended equipment and its cost, as well as some of the requirements inherent in	
5X1A	equipment and its cost, as well as some of the requirements inherent in successfully conducting courses in a simulated office atmosphere. Mrs. reported that the conversation was most informative and that, after studying the information she received, she will make a recommendation concerning possible conversion of our classrooms to office-simulated training rooms.	
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	Chief Support School, OTR	
	Chief, Support School, OTR	